



# Frederick County Board of Elections

340A Montevue Lane, Frederick, Maryland 21702  
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## MINUTES of the August 17, 2022, Meeting of The Frederick County Board of Elections

The meeting was called to order at 2 PM, in person and virtually by Board President, Mary Lou Green.

### **PRESENT:**

Mary Lou Green, President	Anthony Gutierrez, Deputy Director
Shirley McDonald, Vice President	Marc R. Welch, Voting Systems Manager
Lawrence C. Hill, Secretary	Thomas Coogan, Election Program Manager
Mary Costello, Board Member	Theresa Church, Communications Specialist
William Woodcock, Board Member	M.C. Keegan-Ayer, County Council President
Daniel B. Loftus, Board Counsel	Deborah Carter, Democratic Central Committee
Barbara Wagner, Election Director	Jillian Atelsek, <i>Frederick News-Post</i>

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### **APPROVAL OF MINUTES:**

Mr. Woodcock made a motion to accept the June 08, 2022, meeting minutes. Mr. Hill seconded, and the motion passed unanimously.

### **COUNCIL LIAISON COMMENTS**

Ms. Keegan-Ayer reported that the county council is moving forward on the Sugarloaf development plan. No county council items currently being considered impact the Board of Elections.

### **ELECTION DIRECTOR'S REPORT**

Ms. Wagner introduced Thomas Coogan, Election Program Manager, who began in July. She shared that Shakir Satterfield, Voting System Assistant Team Lead, started on August 10, 2022. Ms. Wagner provided a written copy of the Election Director's report and provided an overview of the contents of the report. Voter registration is at 195,412 active voters.

## **OLD BUSINESS:**

### **A. BOARD OF ELECTIONS RELOCATION UPDATE**

Mr. Gutierrez updated the Board on the relocation status. The county is in negotiations for a new space.

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## **NEW BUSINESS:**

### **A. FY '23 BUDGET – EXHIBIT A**

Ms. Wagner presented the FY '23 budget.

### **B. POST 2022 PRIMARY ELECTION DISCUSSION**

The board will provide written feedback from their election day polling place evaluations to the director.

### **C. UPCOMING 2022 GENERAL ELECTION IMPORTANT DATES**

The board requested that the swearing in for the Board of Canvassers be on October 25. Ms. Wagner is waiting for a decision on whether the Board will be allowed to pre-canvass before early voting. If pre-canvass is permitted, the swearing in will need to be October 18. Ms. Wagner shared that she is working with the county to provide an off-site space for training as a back-up if pre-canvass is allowed.

### **D. OTHER**

Mr. Woodcock made a motion to allow the Director to hire up to six contractual employees for the November General. Ms. Costello seconded, and the motion passed unanimously.

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## **NEXT MEETING:**

The Board scheduled its next regular meeting September 14, 2022, at 2 PM. The Board scheduled the following meeting for Tuesday, October 4, at 2 PM.

### **EXECUTIVE SESSION:**

Ms. Costello made the motion to move into Executive Session. Mr. Hill seconded, and the motion passed unanimously.

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### **EXECUTIVE SESSION SUMMARY:**

On August 17, 2022 at 2:45 pm, the Frederick County Board of Elections met in Executive Session in the Office Conference Room on Montevue Ln., Frederick, MD. This action was in accordance with the authority granted under the Annotated Code of Maryland, General Provisions Article, Section §3-305. The session discussions pertained to the following subsections under this provision:

- §3-305 (b)(1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.
- §3-305(b)(7) to consult with counsel to obtain legal advice.

#### **Present:**

Mary Lou Green, President	Daniel B. Loftus, Board Counsel
Shirley McDonald, Vice President	Barbara Wagner, Election Director
Lawrence C. Hill, Secretary	
Mary Costello, Board Member	
William Woodcock, Board Member	

During the executive session, the Board discussed three items that did not require a vote: General Election Early Voting canvassing, a Board Counsel legal fee, and a personnel evaluation. The board voted unanimously to refer information regarding a voter to the Office of the State Prosecutor.

Meeting adjourned at 4:35 pm

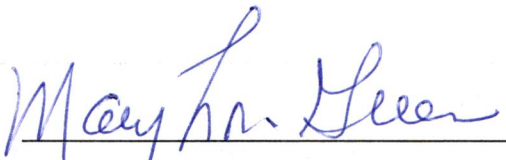
Respectfully submitted by Lawrence C. Hill, Board Secretary.

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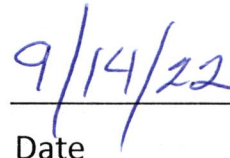
Respectfully submitted,

Theresa Church  
Communications Specialist

Approved by:



Mary Lou Green, Board President



Date